



DEPARTMENT OF THE NAVY
NAVAL SUPPLY SYSTEMS COMMAND
WASHINGTON. D.C. 20376

NAVSUPINST 3502.2C
SUP 10
Dec 18 1990

NAVSUP INSTRUCTION 3502.2C

Subj: TRAINING OF NAVY LITHOGRAPHERS AT NAVY PUBLISHING AND PRINTING
SERVICE (NPPS) ACTIVITIES

Ref: (a) NAVSUPINST 3502.3

Encl: (1) NPPS Training Curriculum for Navy Lithographers
(2) List of NPPS Components and Fleet Coordinators

1. Purpose. Update the Naval Supply Systems Command (NAVSUPSYSCOM) training policy for Navy Lithographers (LIs) and Reservists on active duty. This is a major revision and should be read in its entirety.

2. Cancellation. NAVSUPINST 3502.2B.

3. Authority. Reference (a) establishes policies and responsibilities for the LI enlisted rating advisor (NPPS).

4. Discussion

a. As a matter of basic policy, and in accordance with the responsibilities and objectives defined in reference (a), NPPS has established a specialized training program for Navy LIs intended to enhance their knowledge and skill level in the field of printing. Although the program is directed toward those who have either completed the Basic LI Class "A" school, or who have developed equivalent on-the-job skills, it can be tailored to meet the needs of LIs with little or no printing experience. All active duty LIs and Reservists are eligible to participate in this cost-free program.

b. Enclosure (1) is based on a total training period of approximately five weeks, which can be taken in any of its parts, and provides instruction for all basic elements of the printing process. More advanced techniques are available under subject training, including desktop publishing, and cover both operation and maintenance of equipment. Supplementary training in the legality and appropriateness of printed materials, publications design, forms management, publishing management, and general print shop management is also available.

5. Objective. Provide operational and technical expertise in the occupational areas in which the LI rate is involved.

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6. Action

a. NPPS activities shall:

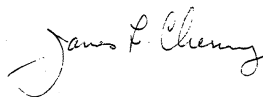
(1) Provide operational and technical training in all areas of the printing process.

(2) Inform the LI's Commanding Officer (CO) and NPPS Management Office, by letter, upon successful completion of training and provide the CO with a certificate of merit, NAVPUB 12410/2, for presentation.

b. Afloat print shop personnel shall contact the respective Fleet Coordinator, identified in enclosure (2), for assistance.

c. Ashore print shop personnel shall contact the nearest NPPS component, also identified in enclosure (2).

7. Form. NAVPUB 12410/2, S/N 0117-LF-124-1011, is available in the Navy Supply System and may be requisitioned in accordance with NPFC P-2002.



JAMES L. CHERNY
Deputy Commander
Publishing and Printing Programs

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NPPS TRAINING CURRICULUM FOR NAVY LITHOGRAPHERS

The following curriculum is designed to provide specialized training involving the operation of printing equipment that is either identical to or similar to equipment used aboard ship. Emphasis is placed on the LI's ability to understand and operate equipment independently in a full-scale production environment. Hours of training are intended only as an estimate and may vary depending on the skill level of each trainee.

DESKTOP PUBLISHING - VENTURA PUBLISHER or equal (40 hrs)

- Review of desktop publishing process
- Operations of monitor, keyboard and computer
- Use of essential software
- Creating saving and printing of documents
- Scanning procedure of text and line art
- Operator maintenance procedure

CAMERA/FILM PROCESSOR (24 hrs)

- Review of the camera process
- Contact printing procedures
- Use of photographic filters and their factors
- Production of line copy and halftone negatives
- Operator maintenance procedure

IMAGE ASSEMBLY (40 hrs)

- Review of layout mechanics
- Use of cutting tools, scribes and brushes
- Preparation of simple and combination flats
- Introduction to multicolor flats
- Metal photo procedure

PLATEMAKING (8 hrs)

- Review of platemaking process
- Sequence of platemaker operation
- Variables that determine exposure
- Plate developing and preserving process
- Common types of plates and chemicals available
- Operator maintenance procedure

PRESS - MULTILITH 1250W or equal (40 hrs)

- Review of offset press operation
- Identification of controls
- Cylinder make-ready:
 - Installing the blanket
 - Installing the offset plate
 - Impression cylinder settings
 - Bead line adjustment
- Feeder and delivery assembly set up
- Image positioning
- Correction of malfunction
- Clean-up procedures
- Operator maintenance procedure

PRESS - PLATEN 8x12 Chandler & Price or equal (40 hrs)

- Review of letterpress
- Make-ready procedure:
 - Form assembly and lockup
 - Tympan packing
 - Adjustments of gage pins and grippers
- Sequence of operation
- Image positioning
- Clean-up procedure
- Correction of malfunction
- Operator maintenance procedure

PRESS - A. B. DICK 385 or equal (40 hrs)

- Identification of controls
- Cylinder Make-ready:
 - Installation of blanket and packing
 - Installation of plate
 - Impression cylinder settings
 - Bead-line adjustment
- Feeder and delivery assembly set up
- Image positioning
- Clean-up procedure
- Correction of malfunction
- Operator maintenance procedure

PAPER CUTTER (4 hrs)

- General make-ready procedure
- Sequence of operation
- Paper cutting mathematics
- Correction of malfunction
- Operator maintenance procedure

STITCHER (2 hrs)

- General make-ready procedure
- Sequence of operation
- Various binding methods
- Operator maintenance procedure
- Correction of malfunction

FOLDER (8 hrs)

- Review of friction, pile and continuous feed folders
- Sequence of operation
- Understanding folding impositions
- Procedure for scoring, slitting, and perforating
- Correction of malfunction
- Operator maintenance procedure

PAPER DRILL (2 hrs)

- Review of paper drill
- General make-ready and operating procedure
- Correction of malfunction
- Operator maintenance procedure

COLLATOR - Pitney Bowes SA-10 or equal (4 hrs)

- Review of the collator
- Sequence of operation
- Review of on-line accessories
- Correction of malfunction
- Operator maintenance procedure

ATLANTIC FLEET COORDINATOR

Mr. James San Giacomo
NPPSDO, Bldg. KBB
Naval Station
Norfolk, VA 23511-62944
AV 564-7724 or 804 444-7724

PACIFIC FLEET COORDINATOR

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NPPSO, Bldg. 154
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San Diego, CA 92136-5148
AV 526-7184 or 619 556-7184

WESTERN AREA COMPONENTS

NPPS WESTERN AREA
Bldg. 154, Naval Station
San Diego, CA 92136-5148
AV 526 7148 or 619 556-7148

NPPS Office
Bldg. 154, Naval Station
San Diego, CA 92136-5148
AV 526-7164 or 619 556-7164

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Pt. Mugu, CA 93042-5027
AV 351-8836 or 805 989-8836

NPPS Detachment Office
Bldg. 441-W, NSC
Oakland, CA 94625-5045
AV 836 6617 or 415 466-6617

NPPS Detachment Office
Bldg. 530, Naval Shipyard
Bremerton, WA 98314-5290
AV 439-3281 or 206 476-3281

NPPS Detachment Office
Box 126
Pearl Harbor, HI 06860-5120
AV 430-0111 or 808 471-3989

NPPS Detachment Branch Office
Bldg. 1041
Naval Weapons Center
China Lake, CA 93555-6001
AV 437-2221 or 619 939-2221

NPPS Det. Branch Office
Bldg. 300, 1st floor
Naval Shipyard
Long Beach, CA 90822-5099
AV 360-6433 or 213 547-6433

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Philadelphia, PA 19111-5093
AV 442-5147 or 215 697-5147

NPPS Detachment Office
Bldg 47A, PO Box 2020
Mechanicsburg, PA 17055-0788
AV 430-3777 or 717 790-3777

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Great Lakes, IL 60088-5700
AV 792-2210 or 708 688-2210

NPPS Detachment Branch Office
1240 East Ninth St., Rm. B-31
Federal Office Building
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AV 580-5360 or 216 522-5360

NPPS Detachment Branch Office
Bldg. 20, Shop 84
Portsmouth Naval Shipyard
Portsmouth, NH 03804-5000
AV 684-1605 or 207 438-1605

NPPS Detachment Branch Office
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Naval Submarine Base, New London
Groton, CT 06349-5040
AV 241-3653 or 203 449-3653

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AV 442-2971 or 215 697-2971

NPPS Detachment Office
Naval Ed. & Training Center
Newport, RI 02841-5048
AV 948-2439 or 401 841-2439

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Brooklyn, NY 11232-1507
718 965-5588

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Naval Avionics Center
6000 East 21st Street
Indianapolis, IN 46219-2189
AV 369-3774 or 317 353-3774

NPPS Det. Branch Office
Hanger 3, Room 101/110
Naval Air Engineering Cen.
Lakehurst, NJ 08 33-5014
AV 624-2185 or 201 323-2185

NPPS Det. Branch Office
c/o Naval Ordnance Center
South Side Drive
Louisville. KY 40214-5001
AV 989-5321 or 502 364-5321

SOUTHEAST AREA COMPONENTS

NPPS SOUTHEAST AREA
Bldg. 1628, Naval Base
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AV 563-6955 or 803 743-6955

NPPS Detachment Office
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Jacksonville, FL 32212-0003
AV 942-3446 or 904 772-3446

NPPS Detachment Office
Bldg. 461
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Pensacola, FL 32508-6900
AV 922-3024 or 904 452-3024

NPPS Detachment Office
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New Orleans, LA 70146-6300
AV 363-5160 or 504 948-5160

NPPS Office
Bldg. 1628, Naval Base
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AV 563-4040 or 803 743-4040

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AV 861-3469 or 512 939-3469

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